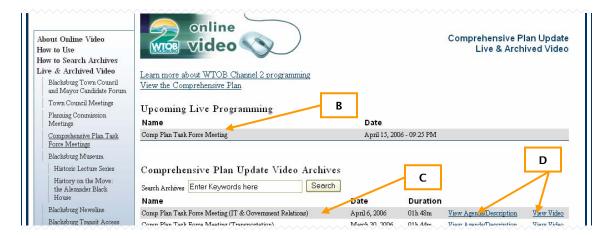
# **How to Use WTOB Online Video**

#### View an Online Video

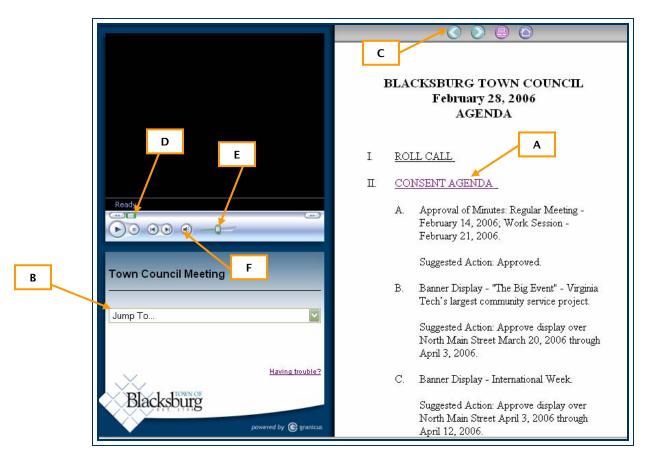


- On the main menu to the left, click the link for Live and Archived Video (A) or
- Click an individual program's link (B).
- Note: the Live and Archived view will show a full listing of all available programs. By clicking an individual program's link, only those programs within that heading will be listed.



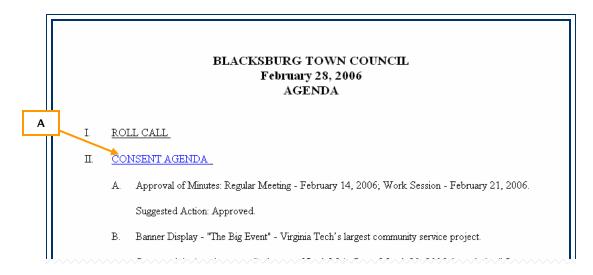
- The new page lists video In Progress, Upcoming Live Programming (B), and video in the Video Archives (C). Click desired link or
- Click "View Agenda/Description" or "View Video" (D) to see the meeting agenda or the program topics.
- In both cases, either a new video window or an agenda/description will open.

## Navigating View Video Window

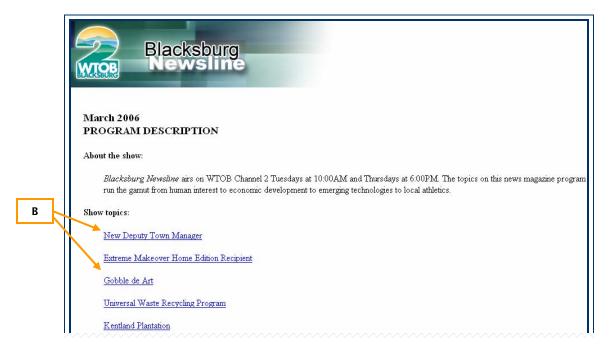


- Video will automatically begin playing after buffering is complete.
- To jump to specific points within program
  - o Click links within the agenda or description (A) or
  - Use the "Jump to..." points available in a drop down menu below the video. (B)
  - o If a document link is clicked, the document will open in place of the agenda/description.
  - o To return to the agenda/description, click the back button. (C)
- To advance/rewind the video without using a link/jump point, move the slider to right/left. (D)
- To adjust the volume, move slider to right (increase) or left (decrease) (E). The mute button located to the left of the slider (F).

## Navigating View Agenda/Description Window



#### OR



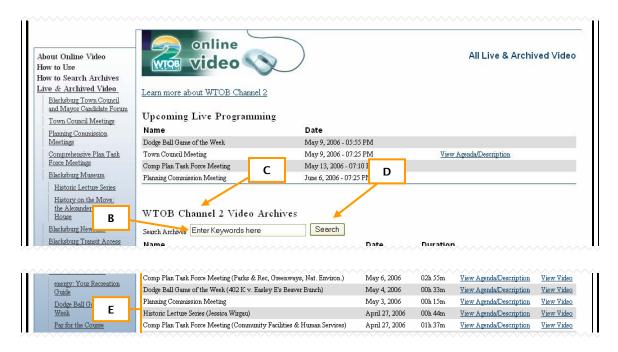
- To jump to a specific point within the video, click links in the agenda (A) or the program description (B).
- A new video window will appear. (See previous page for navigation instructions.)

#### How to Search the Archives

## Search ALL Program Archives



On the main menu to the left, click the link for Live and Archived Video (A)



- On the new page, beneath the listing of Upcoming Live Programming, is a search box. (B)
- Note the heading above search box (WTOB Channel 2 Video Archives). (C)
- Enter keywords into the box and click the search button (D) or enter on the keyboard.
- The system will search *all* available video in the WTOB Channel 2 Video Archives, which are also listed below the search box. (E)

## **Search Specific Program Archives**



On the main menu to the left, click an individual program's link (A).



- On the new page, beneath the listing of Upcoming Live Programming, is a search box. (B)
- Note the heading above search box (Parks and Recreation Video Archives, etc.).
- Enter keywords into the box and click the search button (D) or enter on the keyboard.
- The system will search available video for the *specific* program only. Those programs are also listed below the search box. (E)